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OVERVIEW

The [DHS-69, Foster Care/Juvenile Justice Action Summary](#), is used to document specific administrative actions or changes in a case, including:

- Child fatality.
- Change in caseworker or organization.
- Change in parent contact information.
- Foster care transfer to adoption.
- Change in placement.
- Temporary break from placement.
- Program or case closing.

**COMPLETION
REQUIREMENTS**

The caseworker must complete the DHS-69, Foster Care/Juvenile Justice Action Summary, and upload to MiSACWIS within the timeframe required for the specified change.

The caseworker must document the following:

- Case name and ID.
- Child name and person ID.
- Caseworker information.
 - Name.
 - Organization.
 - Phone Number.
 - Email.
- Date completed.
- Type of action or change.
- Effective date of action or change.

The caseworker may document multiple actions on a case using a single DHS-69 when the actions have the same effective date.

Child Fatality

Within one business day of notification of the death of a child who is under the care and supervision of MDHHS, the caseworker must document the following on the DHS-69, Foster Care/Juvenile Justice Action Summary:

- Date of the child's death.

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- Name and phone number of the MDHHS local office with additional information regarding the child's death.
- Date and time of the incident.
- Date and method of notification of the following:
 - Centralized Intake.
 - Local MDHHS.
 - Legal parent or guardian.
 - MCI superintendent.
 - Division of Child Welfare Licensing (DCWL).
 - Court of jurisdiction.

For procedures and timeframes regarding child death reporting, see [SRM 172, Child/Ward Death Alert Procedures and Timeframes](#), and [FOM 722-02, Foster Care - Administrative Rules](#).

**Caseworker/
Organization
Change**

Within three business days of change in caseworker or organization, the new caseworker must document the following for the former and new caseworker:

- Name.
- Organization.
- Telephone Number.
- Email.

**Parent Contact
Information
Change**

Within three business days of notification of a change in contact information for a parent, the caseworker must document the parent's former and new contact information, including:

- Address, including city, state, and ZIP code.
- Telephone.
- Email.

Note: The caseworker must complete all contact fields, even when some contact information remains the same.

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**Foster Care
Transfer to
Adoption**

Within three business days of receipt of the PCA 320, Order Placing Child After Release or Consent, by MDHHS, the caseworker must document the following:

- Preparation for adoption appropriate to the child's capacity to understand.
- How and when the child's transfer to adoption was shared with MDHHS or the referring worker.
- A summary of services currently being provided.
- A list of services and needs still to be met and provisions for follow-up services.

Placement Change

Three days prior to a planned placement change, or within three business days of an emergency placement change, the caseworker must document:

- Former placement name, address, and telephone number.
- New placement name, address, and telephone number.
- Number of placements the child has had since entering foster care.
- Description of efforts taken to support the child's placement and prevent the placement change.
- Whether consideration was given to returning the child to a parent.
 - If the child is not returning to a parent, the reasons why return to a parent would cause a substantial risk of harm to the child's life, physical health, or mental well-being.
- Whether the child is being placed with a relative or sibling.
 - If the child is not being placed with a relative or sibling, the efforts made to place with a relative or sibling and why such placement is not currently possible.

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- Whether the placement change will separate or reunite siblings.
 - If any siblings are separated, the plan for sibling visitation.
- The reason for the child's placement change:
 - The foster parent or caregiver has requested the child be moved.
 - The court has ordered the child to be returned home.
 - The change in placement is less than 30 calendar days from the child's initial removal from their home.
 - The change in placement is less than 90 calendar days after the initial placement and the new placement is with a relative.
 - The supervising agency has reasonable cause to believe the child has suffered sexual abuse or non-accidental physical injury, or there is **substantial** risk of harm to the child's emotional well-being or physical safety within the caregiver's home.
 - The court has ordered the child to be moved.
 - The supervising agency believes it is in the child's best interest to be moved.
 - The placement is not Indian Child Welfare Act (ICWA) compliant, and the child is being moved to an ICWA compliant placement.
- A description of the circumstances that lead to the placement change.
- Placement selection criteria, ranking each criterion on a scale of 1-4, with 1 being the most important to the placement decision, 3 being the least important, and 4 being not applicable.
 - If any placement selection criteria were not met, the caseworker must explain why.
- Whether the placement requires the child to change schools.

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- If the placement requires the child to change schools, the caseworker must describe efforts to keep the child in their school of origin.
- How the child, parents, previous placement, and new placement were prepared for the placement change, ensuring the explanation given was appropriate to the respective parties' capacity to understand the need for the placement change.
- Whether the child is an Indian child as defined by MCL 712B.3(k), and if so, the efforts to ensure the child was placed in accordance with MCL 712B.23; see NAA 215, Placement/Replacement Priorities for Indian Child(ren).
- How and when interested parties were given notice of the placement change. The following parties must be given a copy of the DHS-69, even if notification of the move was also provided via another method; see *Distribution List for Placement Change* in this item.
 - MDHHS or the referring worker.
 - Child's tribe or tribal caseworker
 - Lawyer-guardian ad litem.
 - Child's attorney.
 - Court of jurisdiction.

Temporary Break

Within three business days of a temporary break from placement, the caseworker must document:

- The type of temporary break.
 - AWOLP.
 - Medical or psychiatric hospitalization.
 - Jail.
 - Detention.
- Whether the child is expected to return to the previous placement. If not, the caseworker must also document:
 - Why the child is unable to return to the previous placement.
 - The plan for placement after the temporary break.

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- Whether there is an estimated length of time for the temporary break.
 - If yes, what is the estimated length of time for the temporary break?
 - If no, explain why an estimate is unavailable.

**Foster Care/
Juvenile Justice
Program/Case
Closure**

Within three business days of foster care or juvenile justice program or case closure, the caseworker must document:

- Reason for program or case closure.
- Reason the current program type continues to be appropriate, if the child had multiple open programs and one program has closed while the other remains open.
- How and when information related to the care and supervision of the child or program or case closure was shared with relevant parties.
- Information given to parents, guardians, or youth age 18 or older at program or case closure; see [FOM 722-15, Case Closing](#).

The caseworker must document all case service delivery from the report period end date of the previous case service plan through the program or case closure date, including:

- A summary of services provided during care.
- A summary of services currently being provided.
- A list of services and needs still to be met and provisions for follow up services, if any.

The caseworker must document whether:

- Medical information was given to the parents or next placement and the date provided.

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- Educational information was given to the parents or next placement and the date provided.
- Closure was explained to all parties.

If the closure was unplanned, the caseworker must summarize the reasons and circumstances surrounding the closure, including significant events for the parents and child since the last case service plan.

If the program or case closure date or date of transfer to another agency is less than 30 days from the report period end date of the previous case service plan, the DHS-69, Foster Care/Juvenile Justice Action Summary may be substituted for the final case service plan. If the report period end date of the previous case service plan is 30 or more days prior to program or case closure, a closing case service plan must be completed; [see FOM 722-08A, Ongoing Case Service Plans](#), and [FOM 722-08B, Permanent Ward Service Plan \(PWSP\)](#).

Signatures

The caseworker and supervisor must sign the DHS-69 prior to distribution or upload to MiSACWIS. Youth age 18 or older, or youth leaving care after legal emancipation, who are leaving care prior to the age of 21 and against the recommendation of the caseworker, must also sign the DHS-69; see [FOM 722-03C, Older Youth: Preparation, Placement, and Discharge](#).

Distribution for Placement Change

The caseworker must provide the completed and approved DHS-69 to the following parties three days prior to a planned placement change or within three business days of an emergency placement change:

- MDHHS or the referring worker.
- Child's tribe or tribal caseworker.
- Lawyer-guardian ad litem.
- Child's attorney.
- Court of jurisdiction.

After the caseworker and supervisor have signed the DHS-69, the worker must indicate the date and method of distribution to the parties above.

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POLICY CONTACT^{p.}

Questions about this policy item may be directed to the [Child Welfare Policy Mailbox](mailto:Child-Welfare-Policy@michigan.gov) (Child-Welfare-Policy@michigan.gov).

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